

Staff Supervision

Upon completion of this training, participants will be able to:

- ✓ Examine the personal and professional competencies needed to fulfill the role of a supervisor, including skills in:
 - Leadership
 - Problem solving & Critical thinking
 - Verbal and written communications
 - Active listening and responding
 - Wellness and balance
- ✓ Identify common supervisory responsibilities and effective tools for:
 - Decision making
 - Managing conflict
 - Coaching and feedback
 - Counseling and discipline
 - Performance appraisals
- ✓ Examine the role of the supervisor in the context of the organization's mission, culture and stakeholder involvement.
- ✓ Assess personal and professional goals that can be applied to one's work site.

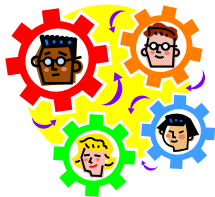
Who should attend: This course is geared toward those new to supervisory positions, however would benefit anyone who has direct supervision of employees.

Date: January 8 - 12, 2007
Time: 8:00 am to 5:00 pm
Location: Great Falls Regional Prison
3800 Ulm North Frontage Rd
Great Falls MT 59404

To register contact:
Geri Mason
406-846-1320 ext. 2307
gmason@mt.gov

This Course is POST Certified

For additional training opportunities, you may go to the DOC **Internet** web @ <http://www.cor.state.mt.us/Resources/Training.asp>; or the DOC **Intranet** web @ http://mycor.cor.mt.gov/Human_Resources/Training/SchAnnForms.asp



**Exceeding expectations keeps
us on the path to success.**

DOC Staff are required to get approval from supervisor(s) and complete a training request form.

IF ADEQUATE NUMBERS ARE NOT REGISTERED THE CLASS WILL BE CANCELLED

The DOC Training Unit makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the Training Unit no later than 2 weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, you can call 406-846-1320 ext. 2307 or gmason@mt.gov.